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MINUTES OF THE INTRA-AGENCY COMMITTEE ON ADMINISTRATIVE COVERT PROCEDURES  
Second Meeting held 18 April 1949  
1000, Room 227, Administration Building

Present: John Warner

- General Counsel - Chairman  
- Budget Office  
- Management Office  
- Services Office  
- Personnel Office  
- Inspection and Security  
- Management Office - Recorder

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1. Comments on the minutes of the last meeting were invited. The Chairman took exception to use of the word "unlimited" in paragraph 4. However, the Committee agreed that no clear interpretation had been achieved at the previous meeting and that no amendment of the minutes was in order.

2. It was decided that paragraph 9a of the minutes be amended to reflect an informal decision of the Committee that the binder of the manual would bear a SECRET classification, while each page would be security classified in accordance with the content of the page. TOP SECRET manual materials would be handled separately.

3. The following actions were taken by the Committee:

a. Three-post binders, as suggested by the Covert Committee, would be used to file all manual issuances. These binders would be issued to all CIA officials who used all of the CIA issuances for daily reference. Three-ring binders will be used by persons who only use certain sections of the manual.

b. The format of the manual page, as suggested by the Covert Committee, would be adopted with the exception that "CIA" would appear in the pagination of agency-wide issuances rather than a code designation.

c. An offset reproduction process would be used to reproduce the pages. To assure uniformity in page format, all pages of intra-office issuances as well as agency-wide issuances would be finally typed on multilith mats by the Reproduction Division.

d. The manual would contain all policy, instructional and

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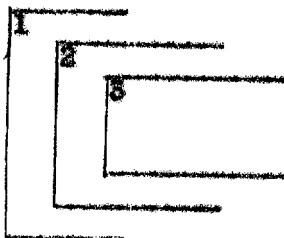
procedural information which was of a semi-permanent or permanent nature, and which had general applicability. An effort would be made to recapture and include in the manual generally applicable policy decisions now existing as memoranda to Assistant Directors.

4. An extensive discussion was held on categorical diversions for the manual. The category listings by the various Committee members were examined and discussed. The Committee was advised that the Covert Committee did not concur in a system of activity categories and the Chairman relayed a suggestion of the Covert Committee that a joint meeting be held the following week. This proposal was later withdrawn when the Chairman stated that nothing could be gained by a joint meeting at this time. It was later suggested that [redacted] Agency Records Administrator, be invited to the next meeting to discuss filing categories. No action was taken on this suggestion.

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5. Mr. [redacted] summarized the points of difference between the two committees by the following schematic diagram:



The question in point is at which of these levels should grouping take place.

It was generally agreed that under any system recourse would be made to an index at the No. 3 level shown on the above diagram.

6. While no formal action was taken by the Committee, there appeared to be a consensus that a point of agreement could be reached between the Covert Committee and the Overt Committee if the categories suggested by the Covert Committee were either slightly expanded or redefined and if the activity were treated as such apart from organizational relationships.

7. No specific points of discussion were set forth for the next meeting. From the tenor of the discussion, it is assumed that the discussion on organization of the manual will be one major point.

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Date 21 April 1969

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